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City Clerk

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APPLICATION FOR SIDEWALK SALES

INSTRUCTIONS FOR COMPLETING THE SIDEWALK SALE APPLICATION**

This form must be completed to receive permission for hosting a Sidewalk Sale.

THE FOLLOWING CONDITIONS MUST BE MET BEFORE A REQUEST SHALL BE GRANTED:

- ❖ **Sidewalk sales are limited to one three (3)-consecutive-day sale per six-month period per business location, during regular business hours.**
- ❖ **A list of all merchandise being sold at the sale must be documented on this form.**
- ❖ **All applications and attached documentation must be submitted to the City Clerk's office by the Wednesday prior to the City Council date preceding the event.**

****Completion of the form will help to avoid delays in processing. It is important that you follow the instructions and provide clear and accurate information. Submit all necessary documents with this application. You will be notified by letter if the event has been approved. Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events. Therefore, you are encouraged not to make any other arrangements for your event until approval from the City Council has been received****

APPLICATION FOR SIDEWALK SALE

(PLEASE PRINT):

NAME AND ADDRESS OF BUSINESS: _____

OWNER OF BUSINESS: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

SALE DATE(S): _____ RAIN DATE (*IF ANY*): _____

LIST OF MERCHANDISE TO BE SOLD:

THE UNDERSIGNED REPRESENTS THE PARTICIPANTS IN SAID EVENT AND AGREES TO THE CONDITIONS OF THE APPLICATION:

SIGNED: _____ DATE: _____

Office Use Only:

Processed by: _____ Date/Time: _____

☐ Approved ☐ Denied

If Denied Reason for Denial: _____
